

**TOWN OF NEW HARTFORD  
PLANNING BOARD MINUTES  
FEBRUARY 11, 2019  
TOWN OF NEW HARTFORD MUNICIPAL OFFICES  
8635 CLINTON STREET, NEW HARTFORD, NEW YORK**

The Regular Meeting was called to order by Chairwoman Heather Mowat at 5:30 P.M. at which time the Pledge of Allegiance was recited. In attendance were Board Members Julius Fuks, Jr., Lis DeGironimo, G. Brymer Humphreys, and William Morris. Board Members absent: Elis DeLia and John Latini III. Also in attendance: Town Attorney Herbert Cully; Code Enforcement Officer Joseph Booth; Highway Superintendent Richard Sherman; Mr. Brian Madigan (contract engineer from GYMO Engineering); and Dolores Shaw, Secretary.

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Draft minutes of the January 14, 2019 Planning Board meeting were reviewed by each Board Member. Board Member Julius Fuks, Jr. mentioned adding “and approval” shown in the motion for the House of the Good Shepherd. Motion was made by Board Member Bill Morris to approve these minutes as amended; seconded by Board Member Brymer Humphreys. All others approved.

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RESUBMITTAL of a proposed parking plan for First Source Federal Credit Union, 4451 Commercial Drive, New Hartford. Representatives previously appeared before the Planning Board for Preliminary Review on October 9, 2018. Received Preliminary Approval and was sent out for SEQR review. However, the project has changed. Tax Map #328.007-1-1; Zoning: C1 General Commercial. Messrs. Ric Maar of Dunn & Sgromo Engineers, Mr. Stan Kocyba and Ms. Claire Kalka of First Source Federal Credit Union appeared before the Board.

The applicants appeared before the Zoning Board of Appeals on January 28, 2019 with a request for approval of three variances. All three variances were approved (see minutes of this meeting).

They are before the Planning Board again with their resubmittal for Preliminary Site Plan Review and to be sent out for SEQR again for review of their new plan.

Chairwoman Mowat referred to the applicant addressing drainage and ingress/egress. Mr. Maar explained that First Source changed their plan and they are now requesting 30 additional parking spaces. There is no other plan to do anything on the site but to add the parking. Drainage was a concern along Commercial Drive. They studied the system and find that it can handle existing and additional storm water. The existing basin and the piping that feeds into it is adequate. At the Zoning Board meeting it was brought up about emergency vehicle access to the site. They asked for a plan to show that an emergency vehicle can make it into the site. They have done so and it is in this review package. They modeled it and there is no problem getting into the site from any of the entrances. This has been made a part of the Zoning Board file also. The plan also shows landscaping.

Mr. Brian Madigan of Gyomo Engineering said he reviewed the drainage system and the site can handle it. He explained what they were doing. They have quite a bit of landscaping, which was requested. One of

the concerns they had was if one parcel would sell in the future, they talked about cross easements, which is acceptable. There are no other issues. This needs SEQR review again.

Board Member DeGironimo said she sees only one stop sign – are there any other locations. Mr. Maar explained there will be stop signs as indicated. (It was determined that there are three stop signs and it is shown on the large plan they submitted).

Chairwoman Mowat thanked the applicant for checking into additional drainage. She also indicated that Highway Superintendent Richard Sherman would call the State to help with this issue. He stated he called the State regarding this.

There being no further questions, motion was made by Board Member Brymer Humphreys to approve this project for Preliminary Site Plan Review and Planning Board be Lead Agency under SEQR for a Coordinated Review; seconded by Board Member Lis DeGironimo. All in favor.

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The following items were addressed by Chairwoman Mowat for the Board's information:

- The Town Board addressed an employee Sexual Harassment training class, which also applies to the Planning Board members. There is a class at the Town offices on February 25, 2019 from 9 – 11 AM if anyone would like to attend. Contact Planning Board Secretary Dory Shaw. It was determined that the Town is not a part of the NYS Learning Management system.

-Annual Education: there is a requirement that the Board Members attend four hours of education a year. Secretary Dory Shaw will notify Planning Board members when classes are available.

-Coughlin/Giambrone project on Jordan Road & Genesee Street. Discussion of the trees in the easement was addressed as they have been removed. Board Member DeGironimo mentioned the mature trees – it was stated that is the State right-of-way. Town Attorney Cully said he would check into this.

Highway Superintendent Rick Sherman explained that he heard from the applicant and the trees were in the Town sewer easement. He would take care of them to reuse but had to wait until spring, but they are now down.

Further discussion ensued regarding replacement of trees, The Planning Board and applicant's responsibility, and the policing of approved plans, i.e. a possible Clerk of the Works, costs to be placed to the developer, and the contract Town Engineer's role with applications. Board Member Fuks gave his opinion of the review process and how it affects planning.

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Code Officer Booth asked about trees that were removed near the former Toys 'R Us on Commercial Drive. He was advised if they aren't in compliance, they need to be made aware of it before anything further is done at this site.

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Motion to close the meeting at approximately 6:00 P.M. was made by Board Member Brymer Humphreys; seconded by Board Member Bill Morris. All in favor.

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Respectfully submitted,

Dolores Shaw, Secretary  
Planning Board

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